

**BUDGET ADVISORY COMMITTEE**  
**February 18, 2003**

**1. ROLL CALL**

The meeting was called to order at 5:50 p.m. by Chair David Brown. Committee members present were Dr. Kerry Waldee and Dan Barr. Also present was Carol Menke, Acting Budget & Finance Director.

**2. APPROVAL OF MINUTES**

Chair Brown suggested the minutes of the January 13, 2003, meeting should be amended to reflect who had taken the minutes of that meeting. A motion was made by Kerry Waldee, and seconded by Dan Barr, to approve the minutes of January 13, 2003, as amended. **(Motion passed 3-0).**

**3. OLD BUSINESS**

**3.1 Investment Review.** Ms. Menke distributed a draft of the Town's new investment policy. The Committee discussed the draft after having taken a few minutes to review it. Ms. Menke advised the Committee that Mr. Steve Alexander, from the Town's financial advisory firm PFM, had prepared the draft after meetings with Town staff. Chair Brown requested that the policy be compared to Coconut Creek's investment program and confirm that a similar program would be allowed under the draft policy. Following a question by Mr. Barr, Ms. Menke described the Public Depository rules and corresponding collateral requirements that a Qualified Public Depository must meet.

Chair Brown made the following recommendations concerning the draft policy. First, Chair Brown requested that the Investment Committee described in the policy be changed to include a member who would be appointed by the Town Council. Chair Brown felt the Council should appoint a professional from the investment field to observe and report directly back to the Council. He believes there should be a member that is at least selected based on the advice and consent of the Council on the Investment Committee. Chair Brown also requested that the reporting section be amended to require the Town Council be advised when the Investment Committee is to meet and the topics of discussion.

Mr. Barr suggested the one issuer limit on Commercial Paper be decreased to 5%.

Chair Brown asked that Section XV be amended to include the requirement that the report go to the Budget Advisory Committee as well as the Town Council.

Ms. Menke discussed with the Committee which funds this policy would cover and which funds, such as the Community Endowment Fund, this policy would not cover. Ms. Menke discussed with the members how the investment objectives of the Endowment Fund were different from the general funds of the Town and that a separate policy will cover the Endowment. Until the separate policy is prepared for the Endowment Fund, the existing policy will remain in effect for those funds.

**3.2 FY2001 Financial Statement Update.** Ms. Menke provided the Committee members with copies of the audited FY2001 Town financial statements. Review of the statements and discussion by the Committee was tabled until the next meeting.

**4. NEW BUSINESS**

**4.1 First Quarter FY03 Reports.** Tabled until the next meeting.

**5. COMMENTS AND/OR SUGGESTIONS**

The Committee members asked Ms. Menke about the status of the search for a permanent Budget and Finance Director. Ms. Menke updated the Committee that there were three candidates that had recently been interviewed by Mr. Cohen and herself and that after all three of these candidates have had the opportunity to meet with the Town Administrator an offer will be made by the Town to one of those candidates. Ms. Menke told the Committee members that she was optimistic about these candidates because two of them were already Finance Directors at other municipalities in the South Florida area. The Committee briefly discussed with Ms. Menke the background of the three candidates.

**6. ADJOURNMENT**

There being no further business, a motion was made by Dan Barr, and seconded by Kerry Waldee, to adjourn the meeting. **(Motion passed 3-0).** The meeting was adjourned at 6:55 p.m.

---

Approved

---

Chair/Committee Member